DOCUMENT RESUME

ED 316 576 TM 014 544

TITLE Diploma Examinations Program. General Information Bulletin: School Year 1989-90.
INSTITUTION Alberta Dept. of Education, Edmonton. Student Evaluation and Records Branch.
PUB DATE Sep 89
NOTE 52p.
PUB TYPE Reports - Descriptive (141)

EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS Bulletins; English; Field Tests; *Foreign Countries; French; *Grade 12; Grading; *Graduation Requirements; High Schools; *High School Seniors; Language Tests; Mathematics Tests; Program Descriptions; Required Courses; Science Tests; Social Studies; *Standardized Tests; *Testing Programs
IDENTIFIERS *Alberta; Test Reporting

ABSTRACT

A brief overview of the Diploma Examinations Program conducted by Alberta Education during 1989-90 is provided. All grade 12 students in Alberta are required to write at least one diploma examination, either English 30 or English 33, to receive a high school diploma. The Grade 12 Diploma Examinations Program is intended to develop and maintain excellence in educational standards through certification of academic achievement. The program consists of examinations in selected grade 12 courses: English 30 and 33, Social Studies 30, Mathematics 30, Biology 30, Chemistry 30, Physics 30, and French 30. Topics covered in this bulletin include high school diploma course and credit requirements, development and field testing of the examinations, special provisions, administration of the examinations, procedures for marking, and reporting and use of results. Appendices include various policy statements, rules, copies of certificates and other documents, and a list of contacts at Alberta Education. (TJH)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED316576

TM

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it

☐ Minor changes have been made to improve reproduction quality

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

S. WOLODKO

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Diploma Examinations Program

GENERAL INFORMATION BULLETIN

School Year 1989-90

Students First!

Student Evaluation and Records

Alberta EDUCATION

September 1989

BEST COPY AVAILABLE

DISTRIBUTION: Superintendents of Schools • School Principals, Counsellors, and Teachers • The Alberta Teachers' Association • Alberta School Trustees' Association • Alberta Education • General Public Upon Request

The *General Information Bulletin* includes directives issued by the Director, Student Evaluation and Records Branch, under the authority of the *Student Evaluation Regulation* 40/89 pursuant to the *School Act, Chapter S-3.1, 1988*.

In this bulletin,

a. "Director" means the Director of the Student Evaluation and Records Branch of the Department of Education;

b. "Student" means a student as defined in the *School Act* and/or a student with mature status as defined in the *Guide to Education, Senior High Handbook*.

Those statements (directives) that are mandatory are marked with the symbol ▌ in the left-hand margin.

SUMMARY OF CHANGES

		Page
1.	Français 30	1
2.	Walk-in Candidates	3
3.	French Translations	4
4.	Security of the Diploma Examinations	4
5.	Violation of Examination Rules	4
6.	Appeals	4

TABLE OF CONTENTS

		Page
Section 1:	INTRODUCTION	1
Section 2:	HIGH SCHOOL DIPLOMA COURSE AND CREDIT REQUIREMENTS	1
	Grade 12 Courses	1
	Separate Writings of Parts A and B of English 30, English 33, and Français 30	1
	Course Credit in French	1
	Previously Earned Credits	1
	Retroactive Credits	1
	Admission to Postsecondary Institutions	2
Section 3:	THE GRADE 12 DIPLOMA EXAMINATIONS	2
	"Information for Students" Brochure	2
	Field Testing	2
	Format of the Diploma Examinations	2
	Registration for January or June Diploma Examinations	2
	Provisions for Students with Mature Status	3
	Walk-In Students	3
	Late Arrivals	3
	Exchange Students	4
	French Translations	4
	Security of the Diploma Examinations	4
	Violation of Examination Rules	4
	Appeals	4
	Mark Calculations	5
Section 4:	SPECIAL PROVISIONS	5
	Students with a Physical and/or Learning Disability	5
	Certificate of Illness	5
	Special Writing Centres	6
Section 5:	ADMINISTRATION OF DIPLOMA EXAMINATIONS	7
	January and June 1990 Writing Centres	7
	August 1990 Writing Centres	7
	Grade 12 Diploma Examinations Schedule, 1990	8
	Grade 12 Diploma Examinations Schedule, 1991	9
	Significant Dates	10
Section 6:	PROCEDURES FOR ADMINISTRATION AND MARKING	13
	Distribution, Administration, and Collection of Examinations	13
	Private Schools	13
	Submission of School-Awarded Marks	13
	Marking of Examinations	14
	Marking Dates	14
Section 7:	DIPLOMA EXAMINATION RESULTS	15
	Reporting the Results	15
	Diploma Examination Reports	17
	Appeal Provisions	18
	Transcripts and Diplomas	19

Page

APPENDICES

Appendix A	Student Notification of Separate Writing	21
Appendix B	Alberta Education Management of the Awarding of Retroactive Credits	22
Appendix C	Examination Rules	23
Appendix D	Processing of Marks for Results Statements, Transcripts, and Diplomas	25
Appendix E	Revised Policy -- Official Transcripts: Recording of Final Marks	28
Appendix F	Policy -- Special Examination Provisions for Students with a Learning Disability	30
Appendix G	Policy -- Special Examination Provisions for Students with a Physical Disability	34
Appendix H	Certificate of Illness Form	38
Appendix I	Application to Establish a Special Writing Centre with Presiding Examiner	39
Appendix J	Policy -- Use of Calculators on Alberta Education Tests and Examinations	40
Appendix K	Statement of Scribe and Supervising Teacher	42
Appendix L	Alberta Education Contacts	43

Section 1: INTRODUCTION

- **All Grade 12 students in Alberta are required to write at least ONE diploma examination, either English 30 or English 33, to receive a high school diploma.** The Grade 12 Diploma Examinations Program, an integral part of the high school diploma requirements, is intended to develop and maintain excellence in educational standards through certification of academic achievement. The Diploma Examinations Program consists of examinations in selected Grade 12 courses: English 30, English 33, Social Studies 30, Mathematics 30, Biology 30, Chemistry 30, Physics 30, and Français 30.

Section 2: HIGH SCHOOL DIPLOMA COURSE AND CREDIT REQUIREMENTS

GRADE 12 COURSES

- **To obtain credit in any high school course, students must earn a final mark of 50% or higher. To obtain credit in a diploma examination course, students must write the appropriate diploma examination and attain a final blended mark of 50% or higher, unless exempted by the Director or the Special Cases Committee.** The final blended mark is the average of the school-awarded mark and the diploma examination mark. For example, a student taking Chemistry 30 who receives a mark of 45% from the school and scores 57% on the diploma examination will receive a final blended mark of 51%. That student will therefore earn credit in Chemistry 30 because the final blended mark awarded is over 50%.

SEPARATE WRITINGS OF PARTS A AND B OF ENGLISH 30, ENGLISH 33, AND FRANÇAIS 30

- **To obtain credit for English 30, English 33, or Français 30, students must complete both parts A and B of the diploma examination within the same administration period. Students who miss one part of the examination for non-medical reasons must complete the Student Notification of Separate Writing form (see Appendix A, page 21) and submit it to the Student Evaluation and Records Branch prior to the next writing.** Students may write the missed part at one of the two subsequent administrations only upon the recommendation of the principal and the approval of the Director. The mark for the first part completed will be brought forward to be combined with the mark for the second part completed, in order to calculate the total examination mark.

COURSE CREDIT IN FRENCH

- **Students enrolled in Français 30 are required to write the Français 30 Diploma Examination, which will be administered beginning in January 1990. Students who completed Français 30 in the 1988-89 school year are exempted from the requirement of writing the diploma examination.**

PREVIOUSLY EARNED CREDITS

Alberta Education recognizes all course credits earned prior to September 1, 1984, for the purpose of awarding the General High School Diploma. Students who are registered in Grade 12 may apply any of the previously completed diploma examination subject requirements toward the Advanced High School Diploma provided they have earned a final course mark of 50% or higher.

RETROACTIVE CREDITS

Alberta Education manages the awarding of all retroactive credits to students who change program routes from the 10-20-30 series to the next higher course in an alternative program route in English, Mathematics, or French. For a complete explanation of this policy, refer to Appendix B, page 22.

ADMISSION TO POSTSECONDARY INSTITUTIONS

Students who plan to attend a postsecondary institution should consult the institution's calendar regarding admission requirements and plan their high school programs accordingly. Students may wish to view a video produced by Alberta Education entitled *A Credit to Yourself: Planning Your High School Program*. Transcript Request forms are available from any high school or postsecondary institution, or from Alberta Education. Students may request that official transcripts be sent directly to any institution or employer by completing the Transcript Request form. Note that marks from the January, June, and August administrations will be available no later than February 23, July 23, and August 28 respectively.

Section 3: THE GRADE 12 DIPLOMA EXAMINATIONS

"INFORMATION FOR STUDENTS" BROCHURE

A brochure entitled "Information for Students" has been developed to address general questions or concerns that students may have regarding the Grade 12 Diploma Examinations Program. This brochure is mailed to schools in September for distribution to students. Additional copies are available from the Student Evaluation and Records Branch. (See Appendix L, page 43.)

FIELD TESTING

The purpose of field testing is to validate questions for use in future diploma examinations. Schools that wish to participate in field testing should contact the field testing team of the Student Evaluation and Records Branch. (See Appendix L, page 43.)

FORMAT OF THE DIPLOMA EXAMINATIONS

The Grade 12 diploma examinations, examination blueprints, and scoring guides are based on the provincially prescribed *Program of Studies for Senior High Schools*. All questions and assignments are developed according to curriculum specifications for each diploma examination course. These specifications are distributed to senior high schools by Alberta Education. Bulletins containing descriptions of the diploma examinations and any changes to their format, subject matter, or scoring are also distributed to superintendents, principals, counsellors, teachers, and trustees at the beginning of each school year by the Student Evaluation and Records Branch. School administrators must ensure that students have access to the information in these bulletins.

REGISTRATION FOR JANUARY OR JUNE DIPLOMA EXAMINATIONS

High School Students. Students enrolled in Grade 12 diploma examination courses at accredited Alberta high schools shall be registered by their principals to write diploma examinations in those courses. Their candidacy shall be confirmed by their principals on the diploma examination registration checklist issued by the Student Evaluation and Records Branch.

Alberta Correspondence School Students. Students enrolled in Grade 12 diploma examination courses at the Alberta Correspondence School must apply to the Alberta Correspondence School to write the diploma examinations. These students must indicate their choice of writing centre (any accredited high school offering Grade 12 diploma examination courses) on the application form provided by the Alberta Correspondence School. Students must advise the principal of the selected writing centre of their intentions to write a specific diploma examination at the time they apply to write the examination. (See Significant Dates, page 10.)

PROVISIONS FOR STUDENTS WITH MATURE STATUS

Students with mature status may write any diploma examination for 100% of the final mark without having taken formal instruction in the course.

Students who are uncertain about their eligibility for mature student status should obtain verification from the Student Records Unit of the Student Evaluation and Records Branch. (See Appendix L, page 43.) Individual student programs should not be confirmed until the required verification is received. For information regarding eligibility criteria for mature students, refer to the *Guide to Education, Senior High Handbook, 1989-90*, page 62.

If students with mature status enrol in a diploma examination course at an accredited Alberta high school, the final course mark will be either a blended one or, if the school-awarded mark is lower than the diploma examination mark, the final mark will be the diploma examination mark only.

Students with mature status must apply to the Student Evaluation and Records Branch by December 1, 1989, and April 6, 1990, to write diploma examinations in January or June, respectively. At the time of application, students with mature status must indicate their choice of writing centre (any accredited high school offering Grade 12 diploma examination courses). They must notify the principal of the high school in which they intend to write the diploma examination(s) at the time they apply to write the examination(s).

Application forms may be obtained from any Alberta senior high school, from Regional Offices of Alberta Education, or from the Student Evaluation and Records Branch. For the August administration only, applications are completed at the time of writing.

WALK-IN CANDIDATES

Walk-in candidates include those individuals who transfer into a school after the Principal has submitted the examination registration checklist to Alberta Education, who intend to rewrite one or more diploma examinations without repeating the course, or who have mature status and wish to write one or more diploma examinations.

All walk-in candidates must apply to the Student Evaluation and Records Branch by December 1, 1989, and April 6, 1990, in order to be eligible to write the January and June diploma examinations, respectively.

Walk-in candidates are requested to write at the most conveniently located high school and must inform the principal of that school at the time of applying.

At the time of writing, walk-in candidates must present a proper identification card that shows a student's photograph and signature prior to the student being permitted to write the examination. If, however, a student is unable to do so, the student should be allowed one hour to provide proper identification. The examination period may be extended for this student. This extension must be recorded on the Principal's Statement and returned to Alberta Education with the examination.

Results of students who write a diploma examination at a school in which they are not registered in a diploma examination course will not appear on the summary of that school's marks. The marks of students with mature status are confidential and therefore are not reported to any school. The marks of other walk-in candidates are reported to the schools in which the students are registered.

LATE ARRIVALS

Students who arrive late but within the first hour of an examination sitting may be allowed to write only if, in the opinion of the supervising teacher, the extenuating circumstances are acceptable or if the students are able to provide a satisfactory reason for being late. Students who arrive more than one hour late will not be allowed to write the examination. **The names of late arrivals must be recorded on the Principal's Statement.**

EXCHANGE STUDENTS

- **Exchange students seeking Alberta high school credits for official transcript purposes must write a diploma examination on the same terms as any Alberta student.**

FRENCH TRANSLATIONS

French translations of the diploma examinations are available upon request in Social Studies 30, Mathematics 30, Chemistry 30, Biology 30, and Physics 30. **Students who wish to write the French translation of a diploma examination must inform their principals prior to the deadlines established for each examination registration.** (See Significant Dates, page 10.) **The principal must note this request on the registration checklist. Students with mature status who wish to write the French translation of a diploma examination must indicate this preference on the application form.**

Students who write the French translation of a diploma examination are permitted neither additional writing time nor the use of translation dictionaries.

SECURITY OF THE DIPLOMA EXAMINATIONS

- **Superintendents and principals must secure examinations prior to administration. When a breach of security occurs or is suspected, superintendents or principals must immediately notify the Assistant Director, Examination Administration and Support Services.** (See Appendix L, page 43.)

- **All the January and June used examination booklets and answer sheets with student responses on them must be returned to the Student Evaluation and Records Branch for marking. Examination booklets and answer sheets used by students are confidential and must be secured by principals and superintendents.**

Unused examination booklets and answer sheets remain in the school. Used Readings and Questions booklets for English 30 Part B, English 33 Part B, Français 30 Partie B, and used data booklets remain in the school also. The principal may retain sufficient booklets and make these available to teachers and students upon request.

Directives for Administration, Grade 12 Diploma Examinations will be distributed to superintendents and principals prior to each administration. This manual contains specific directives for maintaining security of the examinations and for ensuring that students comply with the examination rules. Principals should refer to this manual prior to receiving the diploma examinations, as some changes to existing procedures for storing and administering the examinations have been included in these directives.

- **The August examinations remain fully secured after administration. Therefore, chief presiding examiners appointed by the Director must return all examination materials, used and unused, to Alberta Education. No copies of any August examinations may be retained in any form.**

VIOLATION OF EXAMINATION RULES

- **Students must comply with all Examination Rules. Students who violate the Examination Rules, interfere with the security of the examinations, falsify the examination results, or commit any other act that may result in students' performance being inaccurately represented, may be evicted from the examination, may not have their examinations marked, may be prevented from writing any other Alberta Education examination for a period of one year, and/or may have their transcripts withheld.** (Refer to Appendix C, page 23, for the Examination Rules.)

- **Immediately following the administration of an examination, the principal must report on the Principal's Statement any circumstances that may affect the validity of the results of any student or group of students.**

APPEALS

If a student is subject to disciplinary action under the *Student Evaluation Regulation 40/89*, that student or the parent of that student may appeal in writing to the Assistant Deputy Minister, Student Programs and Evaluation, within 30 days of being notified of the disciplinary action.

Any decision made by the the Assistant Deputy Minister under the *Student Evaluation Regulation 40/89* may be appealed in writing by a student or by the parent of a student to the Minister of Education within 60 days of notification of the decision.

MARK CALCULATIONS

Only one mark per course in any one semester will be accepted and added to a student's record. Students are requested to withdraw duplicate registrations (i.e., registration in the same course at two different locations for the same semester) before the end of the term. For a complete delineation of the policies regarding mark calculations, refer to Appendix D, Processing of Marks for Results Statements, Transcripts, and Diplomas, page 25.

Section 4: SPECIAL PROVISIONS

STUDENTS WITH A PHYSICAL AND/OR LEARNING DISABILITY

Because of our commitment to the provision of equitable access to educational opportunities for all students, Alberta Education wishes to ensure that every reasonable effort is made to meet the needs of all Alberta students. Therefore, students who have a physical and/or learning disability must be given a reasonable opportunity to demonstrate their competencies in diploma examination subjects. To that end, Alberta Education has developed the *Special Examination Provisions for Students With a Learning Disability Policy* and the *Special Examination Provisions for Students With a Physical Disability Policy*, which acknowledge the special needs of these students who wish to take diploma examinations.

Students who have physical disabilities and/or have been assessed as having specific learning disabilities may be granted one or more of the following special provisions for writing the diploma examinations:

a. services of a scribe;
b. tape-recorded versions of examinations to accompany printed versions (the necessity to permit a reader is obviated by this provision);
c. use of a word processor, typewriter, or versabrailler;
d. use of a tape recorder or dictaphone in lieu of a scribe;
e. services of a person skilled in using sign language to sign examination questions only;
f. specially printed examinations (e.g., large print, braille);
g. additional writing time;
h. exemption from writing; and
i. other adjustments as approved by the Special Cases Committee on special request.

The principal must submit a written application to the Executive Secretary of the Special Cases Committee of Alberta Education for special provisions. Refer to Appendix F, page 30, and Appendix G, page 34, for the policy statements regarding special examination provisions. Each application must be substantiated by copies of student records, medical certificates, and formal assessments by qualified professionals. The application must be forwarded as far in advance of the writing date as possible, preferably a minimum of 30 days. Requests for examinations in large print, braille, or audio cassette must be received at least 90 days in advance of the writing date.

CERTIFICATE OF ILLNESS

The Certificate of Illness is provided to principals for use when students are unable to write one or more of the diploma examinations for valid medical reasons. The certificate, developed in consultation with the Alberta College of Physicians and Surgeons, standardizes the format of the medical information required by the Special Cases Committee. Refer to Appendix H, page 38, for a sample of the Certificate of Illness.

Principals are requested to provide copies of the Certificate of Illness to students as the need arises. Students will present the certificate to their doctor for completion of the first section and then return it to the principal. Principals will complete the second section and forward the certificate to the Executive Secretary of the Special Cases Committee.

The Special Cases Committee is willing to accept other personalized medical certificates provided that, in the judgment of the principal, the certificate explicitly states that the student was unable to write the diploma examination(s) for valid medical reasons.

When bereavement in the immediate family prevents a student from writing on the scheduled date, the student may apply through the principal for special consideration by the Special Cases Committee.

If a student chooses to write an examination despite serious illness, accident, or bereavement, the principal must notify Alberta Education on the Principal's Statement. In each of the above cases, the formal request for consideration should be forwarded to the Executive Secretary of the Special Cases Committee within 30 days. Further information concerning the operations of the Special Cases Committee may be found in the *Guide to Education, Senior High Handbook, 1989-90*, page 64.

SPECIAL WRITING CENTRES

Students who are outside the province of Alberta during the January and June diploma examination administrations may be permitted to write at a Special Writing Centre if:

> a presiding examiner acceptable to the Director of the Student Evaluation and Records Branch is available to administer the examination. The presiding examiner could be, for example, a school principal, a teacher, a member of the clergy, a police officer, or a military officer. The presiding examiner shall not be a relative or a past or a present teacher of the student;

and also if:

a. students are participating in a significant educational or cultural activity, such as a national or international competition in athletics or music; or
b. students live outside the province and are taking courses through the Alberta Correspondence School; or
c. students have moved outside the province permanently or temporarily after taking instruction in an accredited high school in Alberta and are unable to write the examination in Alberta.

Special writing centres are not permitted for administration of diploma examinations in August.

Students may apply to write at a Special Writing Centre by submitting an application form or by sending a letter of application to the Executive Secretary of the Special Cases Committee. **The application must be received at least 30 days in advance of the writing date for a proposed location within Canada or the United States. At least 60 days advance notice is required if consideration is to be given to an application for a writing centre outside Canada or the United States. Students who are on vacation or on an organized tour are not eligible to write a diploma examination outside Alberta.**

Refer to Appendix I, page 39, for a sample of the Special Writing Centre application form. Forms are available upon request from the Student Evaluation and Records Branch. Requests by way of letter must include the information requested on the form.

The additional costs incurred with the establishment and administration of an examination at a Special Writing Centre are the responsibility of the student.

Section 5: ADMINISTRATION OF DIPLOMA EXAMINATIONS

JANUARY AND JUNE 1990 WRITING CENTRES

In January and June, the diploma examinations are administered in all accredited senior high schools that offer Grade 12 diploma examination courses. The August examinations are administered in writing centres designated by the Student Evaluation and Records Branch.

AUGUST 1990 WRITING CENTRES

In August, the diploma examinations are administered in writing centres designated by the Student Evaluation and Records Branch.

Only summer school teachers offering diploma examination courses will register their students prior to the administration date. Other students who wish to write a diploma examination in August will register on the date of each examination administration.

Application forms for the August administration are not provided to schools in advance. All students will write at one of the writing centres listed below. Summer school students will use their school as the writing centre unless Alberta Education is notified otherwise.

Students should arrive at a writing centre at least 30 minutes in advance of the published examination start time to complete registration requirements.

CODE	AUGUST WRITING CENTRES
2601	Athabasca (Edwin Parr Composite Community School)
2301	Barrhead (Lorne Jenken High School)
2950	Bonnyville (Bonnyville Centralized High School)
6740	Brooks (Brooks Composite High School)
9996	Calgary (SAIT Senator Burns Building N105)
4822	Castor (Gus Wetter School)
5725	Drumheller (Drumheller Composite High School)
7996	Edmonton (NAIT Administration Building E102)
2002	Edson (Parkland Composite High School)
2008	Evansburg (Grand Trunk High School)
1845	Fort McMurray (Fort McMurray Composite High School)
1141	Grande Prairie (Grande Prairie Composite High School)
1703	High Level (High Level Public School)
1606	High Prairie (E.W. Pratt School)
2011	Hinton (Harry Collinge High School)
6466	Lethbridge (Winston Churchill High School)
6850	Medicine Hat (Medicine Hat High School)
1511	Peace River (Peace River High School)
6122	Pincher Creek (Matthew Halton Community School)
4444	Red Deer (Lindsay Thurber Comprehensive High School)
2722	Smoky Lake (H.A. Kostash High School)
3610	Vegreville (Vegreville Composite High School)
5410	Vulcan (County Central High School)
3909	Wainwright (Wainwright School Board Office)
2411	Westlock (Richard F. Staples Secondary School)
3144	Wetaskiwin (Wetaskiwin Composite High School)

NORTHWEST TERRITORIES – Writing centres in the Northwest Territories will be designated as needed. Please contact Mr. M.S. Naidoo, Department of Education, Yellowknife, Northwest Territories, 873-7176.

GRADE 12 DIPLOMA EXAMINATIONS SCHEDULE, 1990

JANUARY 1990

DATE	TIME	SUBJECT
Wednesday, January 10	9:00 -- 11:30 a.m.	English 30 Part A*
		English 33 Part A*
Thursday, January 11	9:00 -- 11:30 a.m.	Français 30 Partie A*
Thursday, January 25	9:00 -- 11:00 a.m.	Français 30 Partie B
Friday, January 26	9:00 -- 11:30 a.m.	Social Studies 30
	1:00 -- 3:30 p.m.	Chemistry 30
Monday, January 29	9:00 -- 11:00 a.m.	English 30 Part B
		English 33 Part B
	1:00 -- 3:30 p.m.	Physics 30
Tuesday, January 30	9:00 -- 11:30 a.m.	Mathematics 30
	1:00 -- 3:30 p.m.	Biology 30

JUNE 1990

DATE	TIME	SUBJECT
Wednesday, June 13	9:00 -- 11:30 a.m.	English 30 Part A*
		English 33 Part A*
Thursday, June 14	9:00 -- 11:30 a.m.	Français 30 Partie A*
Thursday, June 21	9:00 -- 11:00 a.m.	Français 30 Partie B
Friday, June 22	9:00 -- 11:30 a.m.	Social Studies 30
	1:00 -- 3:30 p.m.	Chemistry 30
Monday, June 25	9:00 -- 11:00 a.m.	English 30 Part B
		English 33 Part B
	1:00 -- 3:30 p.m.	Physics 30
Tuesday, June 26	9:00 -- 11:30 a.m.	Mathematics 30
Wednesday, June 27	9:00 -- 11:30 a.m.	Biology 30

AUGUST 1990

DATE	TIME	SUBJECT
Monday, August 13	9:00 -- 11:30 a.m.	English 30 Part A*
		English 33 Part A*
	1:00 -- 3:00 p.m.	English 30 Part B
		English 33 Part B
Tuesday, August 14	9:00 -- 11:30 a.m.	Social Studies 30
	1:00 -- 3:30 p.m.	Chemistry 30
Wednesday, August 15	9:00 -- 11:30 a.m.	Biology 30
	1:00 -- 3:30 p.m.	Mathematics 30
Thursday, August 16	9:00 -- 11:30 a.m.	Physics 30
Friday, August 17	9:00 -- 11:30 a.m.	Français 30 Partie A*
	1:00 -- 3:00 p.m.	Français 30 Partie B

*Part A and Partie A denote the written-response sections of the English 30, English 33, and Français 30 examinations.

GRADE 12 DIPLOMA EXAMINATIONS SCHEDULE, 1991

JANUARY 1991

DATE	TIME	SUBJECT
Wednesday, January 9	9:00 -- 11:30 a.m.	English 30 Part A*
		English 33 Part A*
Thursday, January 10	9:00 -- 11:30 a.m.	Français 30 Partie A*
Thursday, January 24	9:00 -- 11:30 a.m.	Social Studies 30
	1:00 -- 3:30 p.m.	Chemistry 30
Friday, January 25	9:00 -- 11:00 a.m.	English 30 Part B
		English 33 Part B
	1:00 -- 3:30 p.m.	Physics 30
Monday, January 28	9:00 -- 11:30 a.m.	Mathematics 30
	1:00 -- 3:30 p.m.	Biology 30
Tuesday, January 29	9:00 -- 11:00 a.m.	Français 30 Partie B

JUNE 1991

DATE	TIME	SUBJECT
Wednesday, June 12	9:00 -- 11:30 a.m.	English 30 Part A*
		English 33 Part A*
Thursday, June 13	9:00 -- 11:30 a.m.	Français 30 Partie A*
Thursday, June 20	9:00 -- 11:30 a.m.	Social Studies 30
	1:00 -- 3:30 p.m.	Chemistry 30
Friday, June 21	9:00 -- 11:00 a.m.	English 30 Part B
		English 33 Part B
	1:00 -- 3:30 p.m.	Physics 30
Monday, June 24	9:00 -- 11:30 a.m.	Mathematics 30
Tuesday, June 25	9:00 -- 11:30 a.m.	Biology 30
Wednesday, June 26	9:00 -- 11:00 a.m.	Français 30 Partie B

AUGUST 1991

DATE	TIME	SUBJECT
Monday, August 12	9:00 -- 11:30 a.m.	English 30 Part A*
		English 33 Part A*
	1:00 -- 3:00 p.m.	English 30 Part B
		English 33 Part B
Tuesday, August 13	9:00 -- 11:30 a.m.	Social Studies 30
	1:00 -- 3:30 p.m.	Chemistry 30
Wednesday, August 14	9:00 -- 11:30 a.m.	Biology 30
	1:00 -- 3:30 p.m.	Mathematics 30
Thursday, August 15	9:00 -- 11:30 a.m.	Physics 30
Friday, August 16	9:00 -- 11:30 a.m.	Français 30 Partie A*
	1:00 -- 3:00 p.m.	Français 30 Partie B

*Part A and Partie A denote the written-response sections of the English 30, English 33, and Français 30 examinations.

The examination schedules for 1992-94 will be distributed at a later date.

SIGNIFICANT DATES

October 13, 1989	• Deadline for new jurisdiction requests for reporting results by instructional group
October 27, 1989	• Deadline for mailing lists of eligible markers for the January marking session
October 27, 1989	• Deadline for special provision requests (i.e., large print, braille, audio cassette) for January 1990 administration (see Appendix F, page 30, and Appendix G, page 34)
October 31, 1989	• Alberta Education distributes diploma examination registration checklist forms and application forms to senior high schools for the January administration
November 13, 1989	• Deadline for mailing the diploma examinations registration checklist forms and application forms to the Student Evaluation and Records Branch
December 1, 1989	• Deadline for mailing requests for French translations for the January administration • Application mailing deadline for students with mature status and students who wish to rewrite any examination during the January 1990 administration • Deadline for mailing applications for special writing centres located outside Canada or the United States
December 8, 1989	• Markers are notified of participation in the January marking session
December 11, 1989	• Deadline for mailing applications for special writing centres located in Canada or the United States
January 2, 1990	• Alberta Education ships diploma examination materials to the central offices of all school jurisdictions
January 4, 1990	• Schools contact the jurisdiction office if they have not yet received their examinations • Contact the Student Evaluation and Records Branch if there are errors or omissions in the shipment
January 5, 1990	• Alberta Education distributes the Diploma Examination School Marks Checklist
January 10-11, 1990 January 25-30, 1990	• Diploma examinations are administered according to the schedule
January 12, 1990	• Return to Alberta Education all English 30 Part A, English 33 Part A, and Français 30 Partie A examination materials completed by students
January 24, 1990	• School-awarded marks for students receiving instruction and registered to write the January diploma examinations are to be postmarked or delivered to Alberta Education no later than 4:00 p.m. on this date • Principals should have a method in place for informing students of the school-awarded mark submitted to Alberta Education

January 29- February 3, 1990	• Marking session for the January administration of English 30 Part A and English 33 Part A examinations
January 29-31, 1990	• Marking session for the January administration of Français 30 Partie A
January 31, 1990	• Return to Alberta Education all other examination materials completed by students
February 7-10, 1990	• Marking session for other diploma examinations (see page 14)
February 23, 1990	• Results statements for the January administration are distributed to students
February 26, 1990	• Transcripts are available to students
March 9, 1990	• Alberta Education distributes diploma examination registration checklists forms and application forms to senior high schools for the June administration
March 13, 1990	• Deadline for January rescoring requests
March 23, 1990	• Deadline for mailing the diploma examinations registration checklists
March 24, 1990	• Deadline for special provision requests (i.e., large print, braille, audio cassette) for the June 1990 administration (see Appendix F, page 30, and Appendix G, page 34)
March 26, 1990	• January rescore results are distributed to students
March 30, 1990	• Deadline for mailing lists of eligible markers for the July and August marking sessions
April 6, 1990	• Deadline for mailing requests for French translations for the June administration • Application mailing deadline for students with mature status and students who wish to rewrite any examination during the June 1990 administration
April 23, 1990	• Deadline for mailing applications for special writing centres located outside Canada or the United States
May 11, 1990	• Markers are notified of participation in the July and August marking sessions
May 15, 1990	• Deadline for special provision requests (i.e., large print, braille, audio cassette) for the August 1990 administration (see Appendix F, page 30, and Appendix G, page 34)
May 23, 1990	• Deadline for mailing applications for special writing centres located in Canada or the United States
May 28, 1990	• Alberta Education ships diploma examination materials to the central offices of all school jurisdictions

June 1, 1990	• Schools contact the jurisdiction office if they have not yet received their examinations • Contact the Student Evaluation and Records Branch if there are errors or omissions in the shipment • Alberta Education distributes the Diploma Examination School Marks Checklist
June 13-14, 1990 June 21-27, 1990	• Diploma examinations are administered according to the schedule
June 15, 1990	• Return to Alberta Education all English 30 Part A, English 33 Part A, and Français 30 Partie A examination materials completed by students
June 20, 1990	• School-awarded marks for students receiving instruction and registered to write the June diploma examinations are to be postmarked or delivered to Alberta Education no later than 4:00 p.m. on this date • Principals should have a method in place for informing students of the school-awarded mark submitted to Alberta Education
June 27, 1990	• Return to Alberta Education all other examination materials completed by students
July 3, 1990	• Deadline for registration of summer school students
July 3-13, 1990	• Marking session for the June administration (see page 14)
July 23, 1990	• Results statements for the June administration are distributed to students and transcripts are available
August 1, 1990	• Alberta Education distributes the Diploma Examination School Marks Checklist to summer schools
August 2, 1990	• Alberta Education ships diploma examination materials to all designated August writing centres
August 12, 1990	• School-awarded marks for students receiving instruction and registered to write the August diploma examinations are to be postmarked or delivered to Alberta Education no later than 4:00 p.m. on this date • Principals should have a method in place for informing students of the school-awarded mark submitted to Alberta Education
August 13-17, 1990	• Diploma examinations are administered according to the schedule • Return to Alberta Education all examination materials completed by students after each day of writing
August 13, 1990	• Deadline for June rescoring requests
August 16-20, 1990	• Marking session for the August administration (see page 14)
August 24, 1990	• June rescore results are distributed to students
August 28, 1990	• Results statements for the August administration are distributed to students and transcripts are available
September 18, 1990	• Deadline for August rescoring requests
October 1, 1990	• August rescore results are distributed to students

Section 6: PROCEDURES FOR ADMINISTRATION AND MARKING

DISTRIBUTION, ADMINISTRATION, AND COLLECTION OF EXAMINATIONS

- For the January and June writings, the superintendent is responsible for the secure distribution, administration, and collection of the diploma examinations within his/her jurisdiction.

- Principals must confirm student registration in diploma examination courses by completing the registration checklist sent to schools in October 1989 and February 1990. This checklist, and any completed application forms, must be submitted to the Student Evaluation and Records Branch prior to the deadlines established for each examination registration.

- The principal is responsible for the administration of diploma examinations within the school. The principal must keep all examination materials secure and is responsible for the security, supervision, and conduct of all the examinations. Further details regarding the *Directives for Administration, Grade 12 Diploma Examinations* appear on page 4 of this bulletin.

- Teachers must not supervise an examination of any course that they are teaching or have taught, unless there are exceptional circumstances. To depart from this rule, a principal must obtain approval from the Director of Student Evaluation and Records Branch.

A policy regarding the use of calculators during tests and examinations was issued in July 1988. Refer to Appendix J, page 40, for the details.

- Once the scheduled examinations have been administered, the superintendent is responsible for collecting all examination materials and forwarding them to the Student Evaluation and Records Branch. Further details regarding the administration and shipping procedures of diploma examinations can be found in the *Directives for Administration*.

PRIVATE SCHOOLS

- The Regional Offices of Alberta Education are responsible for the distribution, administration, and collection of diploma examinations in private schools.

SUBMISSION OF SCHOOL-AWARDED MARKS

- School-awarded marks must be delivered to the Student Evaluation and Records Branch or to the Regional Offices of Alberta Education no later than 4:00 p.m. on January 24, June 20, and August 12, 1990, or if mailed, must be postmarked no later than these dates. Principals must inform all students of their school marks by these dates. School-awarded marks shall be in percentage points rounded to the nearest whole number and shall be entered on the School Marks Checklist.

MARKING OF EXAMINATIONS

Qualified teachers are assigned to mark the written-response sections of the examinations. To be eligible to mark, a teacher must have taught the course for two or more years, be teaching the course in the current year, and have a valid Alberta Permanent Professional Certificate. To be selected as markers by the Student Evaluation and Records Branch, teachers must be recommended by their superintendents. Teachers interested in being recommended as markers should indicate their interest to their principals as early as possible in September. The principals will then contact the superintendents with their recommendations. The Student Evaluation and Records Branch examination managers select markers from lists of recommended markers submitted by superintendents.

Superintendents are requested to provide the Student Evaluation and Records Branch with their recommendations of eligible markers by October 13, 1989, for January, and by March 30, 1990, for July and August. Teachers selected as markers for the January, July, and August marking sessions will be notified by December 8 and May 11 respectively. It is expected that a minimum of one teacher will be recommended for every 40 students registered to write English 30, English 33, Français 30, and Social Studies 30. In each of the other subjects, it is expected that a minimum of one teacher will be recommended for every 100 students registered to write the examinations.

MARKING DATES

	January 1990 Administration	June 1990 Administration	August 1990 Administration
English 30 (Part A)	Jan. 29-Feb. 3	July 3-13	Aug. 16-18
English 33 (Part A)	Jan. 29-Feb. 2	July 3-11	Aug. 17-18
Français 30 (Partie A)	Jan. 29-Jan. 31	July 3-5	Aug. 20
Social Studies 30	Feb. 7-10	July 3-9	Aug. 17-18
Biology 30	Feb. 7-10	July 9-13	Aug. 17-18
Chemistry 30	Feb. 7-10	July 9-13	Aug. 17-18
Mathematics 30	Feb. 7-10	July 9-13	Aug. 17-18
Physics 30	Feb. 7-10	July 9-13	Aug. 17-18

Section 7: DIPLOMA EXAMINATION RESULTS

REPORTING THE RESULTS

Reporting to Students. Students who write Grade 12 diploma examinations receive their results from the Student Evaluation and Records Branch in the form of a results statement. In 1990, results statements for the January, June, and August administrations will be mailed to students no later than February 23, July 23, and August 28 respectively.

The results statements and official transcripts are annotated with respect to exemptions from writing and the use of any special provisions by students with learning and/or physical disabilities. **To facilitate the correct annotation, principals must complete the appropriate section of the Principal's Statement.**

Students should note the information regarding the rescoring of examinations on the back of the results statements.

Alberta EDUCATION

GRADE 12 DIPLOMA EXAMINATION RESULTS STATEMENT

ALBERTA EDUCATION STUDENT IDENTIFICATION NO	BIRTH DATE YEAR MONTH DAY
1234-5678-9	69 04 04

COURSE SCHOOL	COURSE CODE	COURSE NAME	SCHOOL MARK	EXAM MARK	FINAL MARK
1234	3100	English 30	40	60	50

NSM - No school mark received
NA - Not applicable
NW - Examination not written
Inc - No final mark calculated

RESCORE APPLICATION DEADLINE

The report *Individual Student Scores by Reporting Category* will provide scores on examination subtests, enabling students to decide whether to request a rescore of an examination. This report will be issued to principals at the same time that results statements and transcripts are mailed to students in February and July. Pertinent sections of this report should be made available to individual students upon request.

Reporting to Schools. At the same time that results statements are released to students, the Student Evaluation and Records Branch mails a list of student marks to each school. In addition, confidential statistical reports on student achievement in each diploma examination course in a school are released to the principal as soon as possible after each administration. August examination results are reported only to accredited summer schools that offer diploma examination courses. If the principal of a school requires copies of previous reports, please contact a Regional Office of Education. (See Appendix L, page 43.)

Reporting Results by Instructional Group. School jurisdictions have the option of having diploma examination results reported by instructional group; i.e., at the class level. This service is available upon written request by the superintendents for all schools within their jurisdiction. New requests should be made to the Student Evaluation and Records Branch by October 13, 1989.

Reporting to School Jurisdictions. When results statements are released to students, each jurisdiction receives a list of marks for its students. Statistical reports for jurisdictions are released as soon as possible after each administration.

Reporting to the Public. A provincial report is released in the latter part of March and September for the January and June administrations respectively. Both reports include provincial results for the student population who wrote during the January and June administrations.

DIPLOMA EXAMINATION REPORTS

The following reports are distributed by the Student Evaluation and Records Branch:

NAME OF REPORT	CONTENT	DISTRIBUTION SUPT.	DISTRIBUTION PRINC.	DISTRIBUTION STUDENTS	DIST. TIME AFTER ADMIN. (IN WEEKS)	PREVIOUS NAME (IF NAME CHANGED)
PROVINCIAL DISTRIBUTION OF MARKS	provincial distribution of student grades by course, with the final blended marks, and compared to those of one year ago	x	x		3.5	Distribution of Student Marks in Diploma Exams or "the green sheets"
LIST OF STUDENT RESULTS	school, examination, and final mark for all students, in alphabetical order					Jurisdiction Summary
	— by school		x		3.5	
	— by each school in a jurisdiction	x			3.5	
INDIVIDUAL STUDENT SCORES BY REPORTING CATEGORY[1]	breakdown of total raw scores to show multiple-choice and written-response raw scores obtained by all students, in alphabetical order					School or Instructional Group Report[2]: student subtest results
	— by school		x		3.5	
	— by each school in a jurisdiction	x			3.5	
GRADE 12 DIPLOMA EXAMINATION RESULTS STATEMENT	school, examination and final mark in each diploma course taken by a student			x	3.5	
DIPLOMA EXAMINATION PROVINCIAL REPORT	provincial distribution of student grades by courses, provincial summary of scores by reporting category in each diploma course, multiple-choice key in each diploma course, and guidelines for interpretation	x	x		12	
JURSIDICTION REPORT	summary of scores by reporting category at the jursidiction level	x			10	
SCHOOL REPORT	summary of scores by reporting category at the school level	x	x		10	
INSTRUCTIONAL GROUP REPORT[2]	summary of scores by reporting category at the instructional group level	x	x		10	

[1]Individualized information in the report Individual Student Scores by Reporting Category should be made available to students, upon request, to aid them in determining whether to request a rescore of an examination.

[2]The Instructional Group Report is supplied when requested by the superintendent and when applicable. It is applicable if there is more than one instructional group, usually a class, in any diploma course and group identifiers have been submitted by the school.

APPEAL PROVISIONS

Students who are dissatisfied with a school-awarded mark may

a. appeal to the principal under the appeal policy set by the local school board; or
b. repeat the course.

School mark changes with respect to diploma examination courses must be reported to Alberta Education prior to the official release date of the results statements for the respective administration; i.e., prior to February 23, July 23, or August 28.

Students who are dissatisfied with a Grade 12 diploma examination mark may

a. request in writing to the Director of the Student Evaluation and Records Branch that the examination be rescored; or
b. rewrite the examination at a later administration date.

Repeating the Course. Students may repeat the course to obtain a new school mark. In such cases, the most recent examination mark will be brought forward to be blended with the new school mark to create a new final blended mark. These marks are recorded on a new results statement.

Rescoring the Examination. **Students who decide to have an examination rescored must ensure that their application is received before the deadline date specified on the results statement and pay a $20 fee for each examination to be rescored. Rescore requests must be received no later than March 13, August 13, and September 18 for the January, June, and August 1990 administrations respectively.**

If rescoring results in an increase of 5% or more in the diploma examination mark, the $20 fee will be refunded. When students are being advised of the advantage of rescoring, it is important to inform them that the amount of change in rescored examination marks has, on the average, been quite small.

Students can obtain multiple-choice and written- response scores of their examinations from their school principals, or from the Regional Offices of Alberta Education, approximately three to five weeks following administration of the examinations. Students with mature status and students not registered at the school where they wrote may apply to the Student Evaluation and Records Branch to receive their multiple-choice and written-response scores. To ensure confidentiality of the results, these scores will be issued in writing only and will not be provided by telephone. Since rescoring almost never results in a change of a multiple-choice score, students are advised to review their written-response score when considering an application for rescoring.

The mark resulting from rescoring will be considered the final examination mark whether the mark is lowered or raised. The most recent school mark in the subject achieved within the current or previous two school years will be brought forward to be blended with the rescored examination mark and recorded on a new results statement. (See Appendix D, page 25.) School officials will be notified of the rescore marks for their students by way of a photocopy of the results statement sent to their students.

Rewriting the Examination. Students may rewrite a diploma examination to improve their mark at any regularly scheduled administration. Students should fill out an application form to register to rewrite in January or June. Application forms may be obtained from high schools, from the Regional Offices of Alberta Education, or from the Student Evaluation and Records Branch. There is no fee for rewriting a diploma examination.

Students who wish to rewrite a diploma examination should notify the principal of the high school in which they intend to write at least one month prior to the writing date to ensure that space and examination materials will be available. Students wishing to write or rewrite an examination in August will register on the date of administration for each diploma examination.

For students who choose to rewrite a diploma examination, the most recent school mark will be brought forward and blended with the new examination mark to create a final blended mark. These marks will be recorded on a results statement. **Students who rewrite an English 30, English 33, or Français 30 examination must rewrite both parts of the examination.**

Students may appeal any decision made to the Special Cases Committee.

TRANSCRIPTS AND DIPLOMAS

Students must submit a written request to obtain a high school transcript or to have a transcript forwarded to a postsecondary institution or prospective employer.

Transcript Request forms are available from any high school, any postsecondary institution, or Alberta Education. (See Appendix L, page 43.)

Effective January 1, 1989, students' official transcripts report only the highest final mark achieved by students in a high school credit course. For diploma examination courses, Alberta Education reports the highest final mark by pulling forward from the current and previous two school years the highest school mark in a diploma examination course and combining it with the highest examination achievement in the respective course within the same period. (See Appendix E, page 28.)

When students have completed the prescribed courses and have accumulated the required minimum of 100 credits, Alberta Education will issue the appropriate high school diploma. The diploma will indicate the courses completed, the final marks, and the total number of credits earned at the time the diploma is issued. Any subsequent course and credit achievement will be recorded on an updated official transcript.

APPENDICES

Appendix A

STUDENT NOTIFICATION OF SEPARATE WRITING

FOR PART A/B OF AN ENGLISH 30/33 AND FRAÇAIS 30
DIPLOMA EXAMINATION

Alberta EDUCATION

To : Director, Student evaluation And Records Branch, Alberta Education
11160 Jasper Avenue, Edmonton, Alberta, T5K 0L2

DATE: _____

ALBERTA EDUCATION I.D. _____ BIRTHDATE _____ SEX ____
(Year) (Month) (Day) (M/F)

STUDENT _____ _____
(Surname) (First & Middle Names)

FORMER NAME (if applicable) _____

PERMANENT ADDRESS _____ _____
(Street) (City or Town)

POSTAL CODE _____ TELEPHONE NUMBER ( ) _____

SCHOOL _____ _____
(Name) (Town or City)

I wrote only _____ PART ____ in _____ ,19 ____
(English 30/English 33 Français 30) (A/B) (Jan, Jun, Aug)

I intend to write the remaining part in _____ ,19 ____
(Jan, Jun, Aug)

REASON FOR SEPARATE WRITING : _____

_____

_____

_____
Student's Signature

I certify that the above student has a justifiable reason for requesting a separate writing (according to the policy specified on page 1 of the General Information Bulletin).

_____
PRINCIPAL'S SIGNATURE

N.B. : Failure to provide this advance warning of your intention to write only one part of an English 30, 33 or Français 30 examination may result in the delayed issuance of your results statment and transcript.

Appendix B

ALBERTA EDUCATION MANAGEMENT OF THE AWARDING OF RETROACTIVE CREDITS

BACKGROUND

A new provision was introduced in the 1986-87 school year with respect to regular students who change program routes from the 10-20-30 series to the next higher course in an alternative program route in English, Mathematics, or French. According to this policy, students who fail to achieve a mark of 50% in a course in a 10-20-30 program may continue at the next higher level in an alternative program route (e.g., from Mathematics 10 to Mathematics 23), subject to the approval of the school principal and in accordance with policies established by each school board. In such instances, students who successfully complete the next higher level course (e.g., Mathematics 23) will be granted credit in the prerequisite course in that sequence (i.e., Mathematics 13).

PROCEDURE

Alberta Education will automatically manage the awarding of all retroactive credits.

School principals will be advised regularly whenever the policy of retroactive credits applies to a student's record. However, under this policy school administrators are requested to devise a method of informing students when such additions are made.

Principals retain the responsibility for determining eligibility for promotion according to school board policy, for programming students into higher level courses, and for reporting to students their final marks in the alternative higher level course.

CONDITIONS FOR AWARDING RETROACTIVE CREDITS

A student will be awarded retroactive credits automatically by Alberta Education when all of the following criteria are met:

1. The student is registered by the principal in an approved course and receives instruction in the course in Semester "A" or Year "A;"

2. At the end of Semester "A" or Year "A," the principal reports to the Student Evaluation and Records Branch that the student has FAILED in the registered course (A MARK OF LESS THAN *50%* MUST BE REPORTED TO THE STUDENT EVALUATION AND RECORDS BRANCH AND RECORDED ON THE STUDENT'S FILE IN ORDER FOR THE STUDENT TO BE ELIGIBLE FOR RETROACTIVE CREDITS);

3. Pursuant to a specific school board promotion policy, the student is registered by the principal in the next higher level course in an alternative program route in the following Semester "B" or Year "B;" and

4. The principal subsequently submits to the Student Evaluation and Records Branch, in the appropriate reporting period for Semester "B" or Year "B," a pass mark in the higher level alternative course completed.

In the above criteria, the reference to "Semester/Year A" and "Semester/Year B" is intended to emphasize that sequential registration and instruction are essential requirements of the new provision.

For information regarding the courses eligible for retroactive credits under this new provision, refer to the *Guide to Education, Senior High Handbook, 1989-90*, page 51.

Appendix C

EXAMINATION RULES

ALL STUDENTS MUST COMPLY WITH THESE RULES.

1. Student Identification
   Personal identification with a signature and a photograph will be requested. One of the following documents is acceptable: driver's licence, passport, or students' union card. Students may not write nor attempt to write an examination under a false or fictitious identity, nor knowingly provide false information on an application form.

2. Time
   Examinations must be written during the specified times. Students may not hand in a paper until at least one hour of the examination time has elapsed.

3. Entrance to the Examination Room
   Students may not enter or leave the examination room without the consent of the supervising teacher. Students who arrive more than one hour after an examination has started will not be allowed to write the examination. Students who arrive late but within the first hour of an examination sitting may be allowed to write only at the discretion of the supervising teacher.

4. Material Exchanges
   Neither copying nor exchanging of material between students is allowed. No notes, papers, books, or electronic devices may be brought into the examination room (for exceptions, see #9 below). Students must not talk, whisper, or exchange signs with one another.

5. Discussion
   Students may not discuss the examination with the supervising teacher except when the examination is incomplete or illegible.

6. Answer Sheets
   Only an HB pencil is to be used to record answers on the machine-scorable answer sheets.

7. Written Response
   All work for the written-response sections of diploma examinations must be done in the examination booklet. Students are requested to write their revised work in blue or black ink for English 30, English 33, Français 30, Social Studies 30, and Biology 30.

8. Identification on Examinations
   Only the identification requested is to be entered on the examination booklet. Do not write your name or the name of your school anywhere in or on the booklet other than those places requested.

9. Aids Allowed
   English 30, English 33, and Français 30: a dictionary and a thesaurus may be used for Part A only. Electronic devices are not allowed.
   Mathematics 30, Chemistry 30, and Physics 30: a separate data sheet or booklet is provided for each of these examinations. Approved scientific calculators may be used but may NOT be shared by students.
   All examinations: rulers and protractors may be used but may NOT be shared by students.

10. Materials

Students must provide their own writing materials including pens and HB pencils, approved scientific calculators, or other necessary instruments. Tear-out pages for rough work are provided in each biology, chemistry, mathematics, and physics examination booklet.

11. Translation Dictionaries

No translation dictionaries are permitted in any subject. Exchange students must satisfy the same requirements as other students.

Appendix D

PROCESSING OF MARKS FOR RESULTS STATEMENTS, TRANSCRIPTS, AND DIPLOMAS

Effective January 1989

I. PROCESSING OF FINAL MARKS FOR RESULTS STATEMENTS

Marks shown on results statements may or may not correspond to the marks shown on the official transcript due to the revised policy on *Official Transcripts: Recording of Final Marks*, effective January 1, 1989 (see Appendix E, page 28). The results statement will report the diploma examination mark achieved and the most recent school mark, whereas the transcript will report the highest school mark, the highest diploma examination mark, and the highest final mark. Any difference will apply only to those students who have either a previous school mark or a previous examination mark for a specific subject. Refer to Section II of this appendix.

The manner in which final marks are calculated is dependent upon a number of variables determined by the background and age of the students. The students may be categorized into three broad groups, each of which has subgroups dependent upon the students' status:

1. Students Registered for Classroom Instruction

   Most students who write diploma examination subjects are either registered at an accredited Alberta high school or at the Alberta Correspondence School. The school mark,* which is forwarded by the school, is used in the blending process, subject to the following distinctions:

   a. Regular Students

      For all regular students, the school mark (SM) and the examination mark* (EM) are combined on a 50/50 basis to calculate the highest final score.

   b. Students With Mature Status

      For students with mature status, the school mark is used in the blending process only if it is higher than the examination mark. If the school mark is lower than the examination mark, the school mark is disregarded and the examination mark becomes the final mark. In both cases, all three marks will appear on the results statements.

EXAMPLE	SM	EM	FINAL
Student A (Regular)	60	70	65
Student B (Mature)	60	70	70
Student C (Mature)	80	70	75

2. Students Not Registered for Classroom Instruction But Writing a Diploma Examination

   Some students are permitted to write a diploma examination without taking classroom instruction. These students are either students rewriting an examination or students with mature status challenging an examination. During the blending process, the

*School mark is a school-awarded mark; examination mark is a diploma examination mark.

student's achievement record is analysed to determine if a school mark has been previously issued. If a school mark has been assigned in the previous two school years, that mark, or if more than one is found, the most recent mark is pulled forward and used in the blending process subject to the following groupings:

a. Regular Students
For regular students, the school mark is pulled forward and combined with the examination mark on a 50/50 basis to obtain a new final mark.

b. Students With Mature Status
For students with mature status, the school mark is pulled forward only if it is higher than the examination mark. It is then combined with the examination mark on a 50/50 basis to obtain the final mark. If the examination mark is higher than the school mark, the school mark is disregarded and the examination mark is the final mark.

EXAMPLE	SM	EM	FINAL
Student A (Regular)	70*	60	65
Student B (Mature)	80*	70	75
Student C (Mature)	(65)**	70	70

* school mark pulled forward
**school mark not pulled forward

If a student has written a diploma examination subject, and no school mark is found to exist for the current or previous two school years, processing occurs as follows:

a. Regular Students
For regular students, an NSM (no school mark) is recorded and an INC (incomplete) is assigned as the final mark.

b. Students With Mature Status
For students with mature status, the examination mark is assigned as the final mark.

EXAMPLE	SM	EM	FINAL
Student A (Regular)	NSM	70	INC
Student B (Mature)	NA	60	60

3. Students Registered for Classroom Instruction But Not Writing the Diploma Examination
If a student has been issued a school mark and is missing a current examination mark, the achievement record is analysed for the presence of an examination mark earned in the current or previous two school years. If one is found, or if more than one is found, the most recent mark is pulled forward and combined with the school mark on a 50/50 basis, regardless of whether or not the student has mature status. Mature status is a factor only when an examination is written. If no eligible examination mark is found, the final mark is assigned as INC (incomplete).

EXAMPLE	SM	EM	FINAL
Student A (Regular)	70	60*	65
Student B (Mature)	50	60*	55
Student C (Mature)	80	70*	75
Student D (Mature)	65	NW**	INC

*examination mark pulled forward
**NW - not written

4. Rounding of Marks
Alberta Education does not award final blended marks of 48% or 49% for diploma examination courses. Students may receive a school mark or examination mark of 48% or 49%, but in the blending process a final blended mark of 48% or 49% will be raised to 50%. The examination mark will be increased accordingly.

II. PROCESSING OF FINAL MARKS FOR TRANSCRIPTS

A transcript is produced upon the written request of a student. Since this document is a record of achievement, it shows the following:

1. for each subject reported, the course name, language of instruction, year completed, school code, credit earned, and the highest final mark achieved;
2. for each diploma examination subject, the three highest individual marks (school, examination, and final).

Transcripts reporting the above information will constitute a complete record for most students. However, the following exceptions should be noted:

1. transcripts will show only one mark for those subjects completed prior to September 1, 1984, that are now diploma examination subjects;
2. results in diploma examination subjects will be recorded on the transcript only if a final mark has been calculated (i.e., no record containing an INC will be shown);
3. if a student repeats any course or rewrites a diploma examination, only the highest school mark, the highest examination mark, and the highest final mark are shown on the transcript.

III. ISSUING DIPLOMAS

Diplomas are issued at the end of each semester (March and September) and again in November. Since there are three types of diplomas (General Diploma, Advanced Diploma, and the Advanced Diploma with Excellence), it is possible for a student to be issued a General Diploma at the end of the first semester, and by upgrading his/her academic record during the second semester, an advanced Diploma or an Advanced Diploma with Excellence would be issued in September. Refer to the *Guide to Education, Senior High Handbook, 1989-90,* page 16 for a description of the Advanced Diploma requirements.

Since 1986, those subjects studied in order to meet the requirements for a diploma are printed on the reverse side of the diploma. Only the names of the courses and marks achieved at the time the diploma is issued are shown. The total accumulated credits earned are printed underneath.

Appendix E

REVISED POLICY
OFFICIAL TRANSCRIPTS: RECORDING OF FINAL MARKS

BACKGROUND

When a student repeated a course or rewrote a diploma examination before January 1, 1989, Alberta Education's policy was to report both the student's previous final mark and the new final mark on the official transcript. If the student made three or more attempts to raise the final mark, the transcript showed the final mark of the most recent attempt and the highest final mark of all previous attempts.

As a consequence of that policy, it was evident that some students were reluctant to rewrite a diploma examination or to retake a course, in that, if they were not successful in raising the previous mark, the most recent mark, which may be a lower mark, would appear on the transcript. The student's unsuccessful attempt to improve his/her record is very apparent on the transcript. Also, in cases where students were successful in improving their marks, the previous mark, which may have been below a pass, may have caused unnecessary concerns about the student's capabilities in the minds of those to whom the official transcripts are directed.

In summary, continuance of this policy did not appear to support the intent of Alberta Education, which is to encourage students to seek the highest level of achievement possible for them.

Following a review of the issue, Alberta Education has approved that, while the Student Evaluation and Records Branch maintains a record of all individual student achievement, only the student's highest final mark in the course will appear on an official transcript.

POLICY

Effective January 1, 1989, a student's Alberta Education official transcript reports only the highest final mark achieved by the student in the course.

IMPLEMENTATION

Non-Diploma Examination Courses

The student's official transcript reports the highest final mark achieved by the student in the course.

Diploma Examination Courses

The student's official transcript reports the highest final mark achieved in the diploma examination course. The highest final mark is calculated using the student's highest school-awarded mark and the highest mark achieved by the student in the respective diploma examination.

Eligibility Criteria and System Management -- Diploma Examination Courses

Beginning with the January 1989 administration of the diploma examinations, Alberta Education provides for the highest final mark in each of the diploma examination courses to be calculated utilizing the student's highest school-awarded mark and highest examination mark achieved in the respective courses. Marks earned during the current school year and the previous two school years are eligible.

Alberta Education manages and processes automatically, on a course-by-course basis, the records of the following eligible students:

1. All first time diploma examination registrants, January 1989;

2. All students with one or more course components (school mark and/or examination mark) or final mark on file since January 1987 and who present any required new course component(s) in January 1989 and subsequently;

Other Diploma Examination Course Students

Students with two or more diploma examination course final marks on file since the implementation of the provincial Diploma Examinations Program may apply in writing to the Special Cases Committee, Alberta Education, and request that the special blending provisions of this policy be applied to their Alberta Education student record.

Processing of Marks for Results Statements, Transcripts, and Diplomas (under review)

The general principles and specific policies contained in Appendix D, page 25, shall continue to be applied in so far as they do not conflict with the intent of the new policy.

Appendix F

POLICY
SPECIAL EXAMINATION PROVISIONS
FOR STUDENTS WITH A LEARNING DISABILITY

INTRODUCTORY STATEMENT

The *Goals of Basic Education for Alberta* identify "competency in reading and writing" as the first of the six Goals for Schooling. As a result, the Program of Studies statements for language arts include reading and writing as major objectives for all students. The Diploma Examinations Program requires those students wishing to obtain an Alberta High School Diploma to demonstrate their competency in reading and writing along with other skills and knowledge. Furthermore, there is a widespread expectation on the part of members of the public that holders of a high school diploma will in fact be competent in reading and writing.

At the same time, many students who have a learning disability possess the ability to understand, synthesize, and communicate ideas, but are unable to demonstrate these skills through the conventional modes of the written word.

Because of its commitment to the provision of equitable access to educational opportunities for all students, Alberta Education is obliged to make every reasonable effort to meet the needs of all Alberta students where diploma examination writing is concerned. To that end, Alberta Education has developed the following policy that acknowledges some of the special needs of those students with a learning disability who wish to take diploma examinations.

The policy statement, guidelines, and procedures are designed to ensure that provisions for meeting the special needs of students with a learning disability are applied equitably. Concurrently, the policy is intended to ensure that the goals of the Program of Studies are maintained and that the meaning of the high school diploma is not jeopardized.

The fundamental principles upon which the policy statement is based are these:

1. Students with a learning disability must be given a reasonable opportunity to demonstrate their competencies in diploma examination subjects.

2. The special assistance allowed students with a learning disability in completing a diploma examination must not result in any misinterpretation of the students' subsequent high school diploma.

3. Fairness to students with a learning disability should take into account perceived fairness to other students.

4. The most current and professionally interpreted assessment of students' learning disabilities must accompany the request for special examination taking provisions in order to ensure equity in allowing exceptions to the usual conditions.

5. Special writing provisions should parallel as much as possible any special classroom and/or school procedures used to assist those students who are identified as having learning disabilities.

6. Marking procedures, evaluation criteria, and scoring standards should be the same for those students who take diploma examinations under special conditions as for other students.

7. Requests on behalf of students who require special consideration for taking diploma examinations should be made with the knowledge and consent of students and their parents.

POLICY

In accordance with principles of equity, Alberta Education will, for students with a learning disability who wish to take diploma examinations, approve exceptions to the usual procedures.

GUIDELINES

1. Exceptions to usual procedures for taking diploma examinations may be approved for students with a learning disability in order that they are given the opportunity to demonstrate their competencies in an appropriate manner.

2. For the purposes of this policy, students with a learning disability are individuals who manifest no sensory or motor impairment yet suffer from a chronic disorder that may have as its basis either an identifiable or inferred central nervous system dysfunction. Such students are likely to be underachieving relative to their learning potential as indicated by a combination of standardized achievement measures and individual ability assessments.

3. Requests for special writing circumstances for students with a learning disability should include the following documentation:

    3.1 Test data from individual ability measures (e.g., WISC-R or Stanford-Binet) and from standardized achievement tests (e.g., Canadian Achievement Test or the Canadian Test of Basic Skills). Individual ability data should have been compiled within two years prior to application. Standardized achievement test data should have been compiled within five years and should have been gathered at least twice in order that instructional and motivational factors can be ruled out as causing the results.
    3.2 Individual ability and achievement tests should be administered and interpreted by a clinician qualified in child development and in psycho-educational assessment. There should be evidence in the test data that the students' estimated learning potential is within the average group for the subject in question even though their performance may be below potential.
    3.3 A description of the special assistance usually given to the students during the course of instruction and during regular evaluation in the school should be provided. Anecdotal references to previous school experiences would also be useful.
    3.4 A recommendation for the type of examination writing situation that most closely parallels the assistance usually given to the student should accompany the request for special examination taking provisions.

4. Special provisions for students with a learning disability may include one or more of the following:

    4.1 services of a scribe;
    4.2 tape-recorded versions of examinations to accompany printed versions (the necessity to permit a reader is obviated by this provision);
    4.3 use of a word processor or typewriter;
    4.4 use of a tape recorder or dictaphone in lieu of a scribe;
    4.5 additional writing time; and
    4.6 other adjustments as approved by the Special Cases Committee on request.

5. Requests for permission to use a word processor as in Guideline 4.3 should be accompanied by the name and complete description of the word processing software to be used. The assistance of spell-check, grammar or punctuation scans, an on-line thesaurus, or style guides is not permitted.

6. Approval of extra writing time will be based on the practice normally followed by the school in evaluating students. Ordinarily, the provision of extra time will be limited to one hour. To spare students from spending unreasonable lengths of time on the examination (e.g., five hours or more), the total writing time, generally, should not exceed twice the scheduled time.

7. Special provisions actually followed during the examination must be documented and submitted to the Student Evaluation and Records Branch as part of the Principal's Statement of examination procedures.

8. If special provisions were approved but not used by learning disabled students, the Principal's Statement must indicate that the special provisions were not used.

9. Alberta Education will indicate on the transcript of marks the special circumstances that were allowed and utilized in the writing of a particular examination.

PROCEDURES

1. Teachers will identify those students who qualify for special examination writing provisions and will inform the principal of the special assistance those students normally receive. This should be done at the beginning of each school term.

2. At the request of the teacher, and with the full knowledge and consent of the students and their parents, the principal will

   2.1 make application for exceptions to normal examination writing procedures to the Executive Secretary of the Special Cases Committee on behalf of the students;
   2.2 submit the application as soon as possible during the term of instruction so that there will be adequate time for decisions to be made fairly, and for special requests to be accommodated once approval is given;
   2.3 provide thorough and current documentation concerning students' learning disabilities (see guidelines 3.1 and 3.2);
   2.4 recommend the most appropriate type(s) of intervention for the students (see Guideline 3.4).

3. Once approval for intervention is received, the principal is responsible for

   3.1 ensuring that the approved procedures have been appropriately carried out and that examination security has been maintained;
   3.2 submitting a signed description of the procedures followed to assist the students;
   3.3 including in the statement of examination proceedings details regarding the amount of additional time used by the students, and verifying that no more than the approved amount of additional time was used;
   3.4 including in the statement of examination proceedings details regarding approved special provisions that were NOT used;
   3.5 appointing a scribe as approved; arranging for appropriate space for the scribe, student, and observer; and verifying the accuracy of the scribe's statement of procedure;

3.6 ensuring that necessary hardware and software (e.g., tape recorders, earphones, microphones, word processors) are available, are in working order, and are in a space appropriate for writing the examination;

3.7 ensuring that security of tape-recorded examinations is maintained and that all tape recordings are returned to the Student Evaluation and Records Branch.

4. Should a scribe be appointed, the scribe is responsible for:

4.1 recording a student's work with NO change of any kind;

4.2 presenting a signed description of the procedures that were followed by the scribe to the principal for inclusion with his/her statement of examination proceedings.

5. A scribe may not:

5.1 ask leading questions;

5.2 provide suggestions or interpretations of any kind;

5.3 correct spelling or grammar;

5.4 make any changes to a student's work unless directed to do so by the student.

6. Special provisions are granted and applied for a specific examination administration. A renewed application for the special provisions must be requested, in writing, for any subsequent administration.

Appendix G

POLICY
SPECIAL EXAMINATION PROVISIONS
FOR STUDENTS WITH A PHYSICAL DISABILITY

INTRODUCTORY STATEMENT

Because of its commitment to the provision of equitable access to educational opportunities for all students, Alberta Education is obliged to make every reasonable effort to meet the needs of all Alberta students where diploma examination writing is concerned. To that end, Alberta Education has developed the following policy that acknowledges some of the special needs of students with a physical disability who wish to take diploma examinations.

The policy statement, guidelines, and procedures are designed to ensure that provisions for meeting the special needs of students with a physical disability are applied equitably. At the same time, the policy is intended to ensure that the goals of the Program of Studies are maintained and that the meaning of the high school diploma is not jeopardized.

The fundamental principles upon which the policy statement is based are these:

1. Students with a physical disability must be given a reasonable opportunity to demonstrate their competencies in diploma examination subjects.

2. The special assistance allowed physically disabled students in completing a diploma examination must not result in any misinterpretation of the students' subsequent high school diploma.

3. Fairness to students with a physical disability should take into account perceived fairness to other students.

4. Confirmation by a physician or surgeon that the students' physical disability require taking diploma examinations with special provisions must accompany a request for special circumstances.

5. Special writing provisions should parallel as much as possible any special classroom and/or school procedures used to assist those students who have physical disabilities.

6. Marking procedures, evaluation criteria, and scoring standards should be the same for those students who take diploma examinations under special conditions as for other students.

7. Requests on behalf of students who require special consideration for taking diploma examinations should be made with the knowledge and consent of the students and their parents.

POLICY

In accordance with principles of equity, Alberta Education will, for students with a physical disability who wish to take diploma examinations, approve exceptions to the usual procedures.

GUIDELINES

1. Exceptions to usual procedures for taking diploma examinations may be approved for students with a physical disability in order that they are given the opportunity to demonstrate their competencies in an appropriate manner.

2. For the purposes of this policy, students with a physical disability are individuals who suffer from a permanent or long-standing disability such as vision impairment, a paraplegic or quadraplegic condition, hearing loss, cerebral palsy, etc.,

OR

students with a physical disability are those who incur a temporary but disabling injury that will interfere with normal examination writing (e.g., a broken writing hand).

3. Requests for special writing circumstances for students with a physical disability should include the following documentation:

   3.1 For students with long-term physical disabilities, current medical reports with respect to examination taking should be presented. Such reports should be interpreted and signed by a medical doctor.
   3.2 For students suffering from temporary disabilities, a similar medical report interpreted and signed by a medical doctor should accompany the request.
   3.3 A description of the special assistance usually given to the students with a long-term disability during the course of instruction and during regular evaluation in the school should be provided. Anecdotal references to previous school experiences would also be useful.
   3.4 A recommendation describing the type of examination writing situation that most closely parallels the assistance usually given to the long-term disabled students should accompany the request for special examination taking provisions.
   3.5 A recommendation for the most appropriate type of examination writing assistance for temporarily disabled students should accompany the request for special provisions.

4. Special provisions for students with a physical disability may include one or more of the following:

   4.1 services of a scribe;
   4.2 services of a person skilled in using sign language to sign examination questions only;
   4.3 tape-recorded versions of examinations accompanying printed versions (the necessity to permit a reader is obviated by this provision);
   4.4 specially printed examinations (e.g., large print, braille);
   4.5 use of a word processor, typewriter, or versabrailler;
   4.6 use of a tape recorder or a dictaphone in lieu of a scribe;
   4.7 additional writing time;
   4.8 exemption from writing; and
   4.9 other adjustments as approved by the Special Cases Committee on request.

5. Requests for permission to use a word processor as in Guideline 4.5 should be accompanied by the name and complete description of the word processing software to be used. The assistance of spell-check, grammar or punctuation scans, an on-line thesaurus, or style guides is not permitted.

6. Approval of extra writing time will be based on the practice normally followed by the school in evaluating the students. Ordinarily, the provision of extra time will be limited to one hour. To spare the students from spending unreasonable lengths of time on the examination (e.g., five hours or more), the total writing time, generally, should not exceed twice the scheduled time.

7. Special provisions actually followed during the examination must be documented and submitted to the Student Evaluation and Records Branch as part of the Principal's Statement of examination procedures.

8. If special provisions were approved but not used by physically disabled students, the principal's statement must indicate that the special provisions were not used.

9. Alberta Education will indicate on the transcript of marks the special circumstances that were allowed and utilized in the writing of a particular examination.

PROCEDURES

1. Teachers will identify those students who qualify for special examination writing provisions and will inform the principal of the special assistance those students normally receive. This should be done at the beginning of each school term when possible.

2. At the request of the teacher, and with the full knowledge and consent of the students and their parents, the principal will

   2.1 apply for exceptions to normal examination writing procedures to the Executive Secretary of the Special Cases Committee on behalf of the students;
   2.2 submit the application as soon as possible during the term of instruction so that there will be adequate time for decisions to be made fairly, and for special requests to be accommodated once approval is given;
   2.3 provide thorough and current documentation concerning students' physical disabilities (see guidelines 3.1 and 3.2);
   2.4 recommend the most appropriate type(s) of intervention for the student (see guidelines 3.4 and 3.5).

3. Once approval for intervention is received, the principal is responsible for

   3.1 ensuring that the approved procedures have been appropriately carried out and that examination security has been maintained;
   3.2 submitting a signed description of the procedures followed to assist the students;
   3.3 including in the statement of examination proceedings details regarding the amount of additional time used by the students and verifying that no more than the approved amount of additional time was used;
   3.4 including in the statement of examination proceedings details regarding approved special provisions that were NOT used;
   3.5 appointing a scribe or sign language interpreter as approved; arranging for appropriate space for the scribe, student, and observer; and verifying the accuracy of the scribe's or interpreter's statement of procedure;
   3.6 ensuring that necessary hardware and software (e.g., tape recorders, earphones, microphones, word processors) are available, are in working order, and are in a space appropriate for examination taking;
   3.7 ensuring that security of tape-recorded and braille examinations is maintained, and that all tape recordings and braille examinations are returned to the Student Evaluation and Records Branch.

4. Should a scribe be appointed, the scribe is responsible for:

   4.1 recording a student's work with NO change of any kind;
   4.2 presenting a signed description of the procedures that were followed by the scribe to the principal for inclusion with his/her statement of examination proceedings.

5. A scribe or a sign language interpreter may not:

   5.1 ask leading questions;
   5.2 provide suggestions or interpretations of any kind;
   5.3 correct spelling or grammar;
   5.4 make any changes to a student's work unless directed to do so by the student.

6. Special provisions are granted and applied for a specific examination administration. A renewed application for the special provisions must be requested, in writing, for any subsequent administration.

CERTIFICATE of ILLNESS

I hereby certify that:

PATIENT'S NAME:_____ is/was under my care and attention from_____ to_____ and in my opinion is/was unable to write his/her Alberta High School Diploma Examination(s) during the above period for valid medical reasons.

Additional information as deemed appropriate:

_____

_____

_____

DOCTOR'S NAME (please print):_____

DOCTOR'S SIGNATURE:_____ DOCTOR'S OFFICIAL STAMP

DATE:_____

STUDENT: Please have the certificate completed by your doctor and then submit the validated certificate to your principal.

PRINCIPAL:

I recommend that:_____ _____
name of student Alta. I.D. or date of birth

be granted an exemption in (diploma examination)_____
be granted a partial exemption in (diploma examination)_____
write at the next administration (diploma examination)_____

COMMENTS:_____

_____

_____

SCHOOL:_____ SCHOOL CODE:____ PHONE NUMBER:_____

PRINCIPAL'S NAME (please print):_____

PRINCIPAL'S SIGNATURE:_____ DATE:_____

HOME PHONE NUMBER:_____

Please submit completed certificate to: SCHOOL'S OFFICIAL STAMP
The Executive Secretary
Special Cases Committee
Alberta Education
11160 Jasper Avenue
Edmonton, Alberta
T5K 0L2

examserv56

Appendix I

To be submitted by School Principal to Director, Student Evaluation and Records Branch

STUDENT EVALUATION AND RECORDS BRANCH
ALBERTA EDUCATION
PROVINCIAL DIPLOMA EXAMINATIONS

11160-Jasper Ave.
Edmonton, Alberta
T5K 0L2
(403) 427-5306

APPLICATION TO ESTABLISH A SPECIAL WRITING CENTRE WITH PRESIDING EXAMINER

STUDENT NAME: _____ _____ _____
(FIRST) (MIDDLE) (LAST)

ALBERTA EDUCATION I.D. # _____

MAILING ADDRESS _____

POSTAL CODE _____ TELEPHONE (_____)_____
(AREA) (LOCAL)

SCHOOL & ADDRESS _____

POSTAL CODE _____ TELEPHONE (_____)_____
(AREA) (LOCAL)

EXAMINATIONS REQUIRED (Indicate month and year)

ENGLISH 30A	_____	BIOLOGY 30	_____	MATHEMATICS 30	_____
ENGLISH 30B	_____	CHEMISTRY 30	_____	PHYSICS 30	_____
ENGLISH 33A	_____	SOCIAL ST. 30	_____	FRANÇAIS 30A	_____
ENGLISH 33B	_____			FRANÇAIS 30A	_____

PRESIDING EXAMINER

NAME: _____ _____ _____
(FIRST) (MIDDLE) (LAST)

MAILING ADDRESS _____

POSTAL CODE _____ TELEPHONE: HOME (_____)_____
(AREA) (LOCAL)
BUS. (_____)_____
(AREA) (LOCAL)

ACADEMIC QUALIFICATIONS AND EXPERIENCE:

_____

SPECIAL WRITING CENTRE _____
MAILING ADDRESS _____

POSTAL CODE _____ TELEPHONE (_____)_____
(AREA) (LOCAL)

REASONS FOR REQUESTING SPECIAL WRITING CENTRE

_____

(if space insufficient, please use overleaf)

PRINCIPAL'S SIGNATURE: _____ DATE _____

PRINCIPAL'S NAME: _____ SCHOOL STAMP/SEAL _____

STUDENT EVALUATION AND RECORDS BRANCH APPROVED/NOT APPROVED

AUTHORIZED SIGNATURE: _____ DATE _____

REVISED 1987-07 SNC-1

Appendix J

POLICY
USE OF CALCULATORS
ON ALBERTA EDUCATION TESTS AND EXAMINATIONS

GENERAL CLASSROOM USE

Since the last policy statement on the use of calculators was distributed in 1981, there has been a phenomenal change in the capacity and power of the pocket calculator. Very sophisticated machines are available to students at very reasonable prices. Scientific calculators, that is, calculators with the trigonometric and logarithmic keys, can and should be purchased and used by students in high school mathematics and physical science courses. Calculators with greater power and capacity to compute and store data bases and that operate as electronic notebooks are also available, albeit at a price that is somewhat beyond what one would include as normal school supplies. As calculator technology changes, teachers will have to keep up to date with respect to the situation. At this time, all Grade 12 students can be held responsible for acquiring and learning to use a scientific calculator.

The use of programmable calculators with numeric output should also be encouraged. The exercise of programming calculators is a valuable educational experience. Indeed, the electronic notebooks are also a useful teaching tool. Teachers should offer educational experiences based on the use of evolving technologies by providing challenging activities that lead to the integration of such technologies into the high school student's problem-solving strategies.

Similarly, Grade 9 students should be proficient in the use of calculators with memories. Although it is not expected that a provincial achievement test would require the use of such calculators, the use of calculators should be encouraged and a gradual increase of skill in the use of specialized functions should be expected throughout the school program so that mastery of such instruments is in place for high school.

While the use of calculators should be encouraged in the elementary grades, such instruments are not currently required on the grades 3 or 6 achievement tests.

Since the situation regarding the technology, availability, and use of calculators is still quite fluid, this policy will be reviewed on a yearly basis.

USE ON EXAMINATIONS

POLICY

Alberta Education encourages the use of calculators in classrooms, but in order to ensure fairness and equity for students, the use of calculators that are equipped to show or print alphabetic output in natural languages is not permitted on provincial examinations and tests. Students who write mathematics, chemistry, and physics examinations are expected to have and use scientific calculators.

GUIDELINES

1. Approved calculators for use in examinations and tests administered on behalf of Alberta Education are characterized as those calculators which *cannot* graph mathematical functions; factor an algebraic function; accept alphabetic input or produce alphabetic output; store natural language text; or attach to peripheral printers, disk drives, or other such devices.

2. Calculators with programmable features are approved for use in examinations provided that the memories have been cleared prior to the start of the examination or test.

PROCEDURES

1. Supervising teachers will inspect all calculators brought into an examination room to ensure that this policy is not violated.

2. Supervising teachers who need assistance in clearing the memories of programmable calculators should seek help from other staff members.

3. Identification of approved calculators is the responsibility of the principal. Any exceptions to the guidelines must be approved by the Director, Student Evaluation and Records Branch, Alberta Education, prior to the day of examination.

Appendix K

Statement of Scribe and Supervising Teacher

Alberta EDUCATION

I, _____ and _____,
scribe supervising teacher

having read the procedures governing the use of scribes found in the *Directives for Administration*, certify that to the best of our abilities

the diploma examination(s) held at _____
school

during the _____ 1990 examination period for _____
date student's name

☐ was administered and supervised in accordance with the specified procedures under the directive of the Director of the Student Evaluation and Records Branch.

or

☐ was administered and supervised in accordance with the specified procedures under the directive of the Director of the Student Evaluation and Records Branch except as follows:

_____
_____
_____
_____
_____

Dated this _____ day of _____, 1990

_____
scribe

_____
supervising teacher

_____
school code

Please sign and return to the principal.

Appendix L

ALBERTA EDUCATION CONTACTS

STUDENT EVALUATION AND RECORDS BRANCH

MAILING ADDRESS
Student Evaluation and Records Branch
Alberta Education
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2

OFFICE ADDRESS
Student Evaluation and
Records Branch
10045 - 111 Street
Edmonton, Alberta
(See map on page 44)
FAX 422-4200

For additional copies of this bulletin or information regarding results statements, diploma examination marks, registration, rescoring, and examination distribution, administration, and collection, contact:

Gerry Young
Co-ordinator
Diploma Examinations Administration
Student Evaluation and Records Branch
Telephone: 422-4858

For inquiries regarding security of the diploma examinations, examination rules, and scheduling, contact:

Barry Krembil
Assistant Director
Examination Administration and Support Services
Student Evaluation and Records Branch
Telephone: 427-0010

For inquiries regarding transcripts, diplomas, school marks, retroactive credits, mature status, reporting results, special provisions, and the evaluation of credentials, contact:

Michael Robinson
Assistant Director
Data Analysis and Student Records
Student Evaluation and Records Branch
Telephone: 427-5306

For inquiries regarding special circumstances, contact:

Michael Robinson
Executive Secretary
Special Cases Committee
Alberta Education
Devonian Building, West Tower
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2
Telephone: 427-5306

For inquiries regarding the format and content of the diploma examinations and marking, contact:

Phill Campbell, Elana Scraba
Associate Directors
Mathematics/Sciences Diploma Examinations Program
Social Studies/Language Arts Diploma Examinations Program
Student Evaluation and Records Branch
Telephone: 427-2948

For inquiries regarding field testing, contact:

Edgar Danard
Supervisor, Field Testing Administration
Student Evaluation and Records Branch
Telephone: 427-0227

For the purchase of previous diploma examinations, contact:

Learning Resources Distributing Centre
Alberta Education
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: 427-2767

For inquiries regarding course content and curriculum, contact:

Curriculum Design Branch
Alberta Education
Devonian Building, West Tower
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2
Telephone: 427-2984

Regional Offices of Alberta Education

Calgary	297-6353
Edmonton	427-2952
Grande Prairie	538-5130
Lethbridge	381-5243
Red Deer	340-5262